

INFORMATION BULLETIN

JOB TRAINING PARTNERSHIP ACT

Number: B98-110

Date: June 22, 1999

Expiration Date: 6/30/00

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TO: SERVICE DELIVERY AREA ADMINISTRATORS
PRIVATE INDUSTRY COUNCIL CHAIRPERSONS
JTPD PROGRAM OPERATORS
EDD JOB SERVICE OFFICE MANAGERS
JTPD STAFF

SUBJECT: 1999 SYETP—IMMEDIATE ACTION REQUIRED

The purpose of this information bulletin is to advise Service Delivery Areas (SDA) of the supplemental reporting requirements for the 1999 Summer Youth Employment and Training Program (SYETP). Again this year, the Department of Labor (DOL) is requiring both financial and participant data to be reported at the beginning, middle, and end of the SYETP program. The table below provides information on the report periods and the deadlines for submitting reports to the Job Training Partnership Division (JTPD).

<u>REPORT PERIOD</u>	<u>DATA AS OF</u>	<u>DUE TO JTPD</u>
Planning Estimates	June 15	June 28
Mid-summer Report	July 15	July 23
End of Program	September 30	October 8

The forms to be used for each report period are attached, along with line item instructions for their completion. **Please fax the completed form for each report period to JTPD at (916) 654-9586, by close of business on the due dates indicated above.**

Please ensure that all entities involved in your local reporting process are aware of the immediate need for the prompt return of this information by the deadlines indicated above. If you have any questions or need further information, please contact Diane Bonar at (916) 654-8305 or your program manager. Your cooperation is appreciated.

/S/ BILL BURKE
Assistant Deputy Director

Attachments

**Summer Youth Employment and Training Program (Title IIB)
Information Gathering
Service Delivery Area (SDA) Level Planned Performance Information
(As of June 15, 1999)**

PLEASE FAX TO JTPD BY CLOSE OF BUSINESS, MONDAY, JUNE 28, 1999

Attention: Diane Bonar

Fax Number: (916) 654-9586 or (916) 654-9657

SDA NAME AND ADDRESS

Report Period

From: _____ To: June 15, 1999

Report the number of participants using "best estimates."

SECTION I—SDA PARTICIPANT SUMMARY

1. Total Participants <i>(total of lines 2-5)</i>	
2. Total Participants in Academic-Basic Educational Skills Enrichment	
3. Total Participants in Private Sector Employment Activities (May not exceed entry for line 1) <i>Excludes participants in work experience activities in the public and not-for-profit sectors.</i>	
4. Total Participants in Work Experience Only <i>(Public and non-profit sector)</i>	
5. Total Participants in Academic Enrichment-Basic Educational Skills Enrichment & Concurrent Work Experience <i>(This entry should not double count any of the participants counted on line 2.)</i>	
6. Total Participants in other Activities (Total of participants enrolled in Title II-B and also co-enrolled in Title II-C) <i>(Not to be added to lines 2-5; however, co-enrolled participants will also be reflected in lines 2-5.)</i>	

SECTION II—PARTICIPANT CHARACTERISTICS SUMMARY

7. Male		17. White (Not Hispanic)	
8. Female		18. Black (Not Hispanic)	
9. 14 -15 Years		19. Hispanic	
10. 16 - 17 Years		20. American Indian or Alaskan Native	
11. 18 - 21 Years		21. Asian or Pacific Islander	
12.		22. Attending School Full-time	
13. Limited English Proficiency		23. Completed: Grades 0 - 8	
14. Disability		24. Grades 9 - 11	
15. Offender: Misdemeanors and Felonies		25. Grades 12 and Above	
16. Received Title II-B Follow-Up Services (Section 253(d))		26. Single Parent With Dependent(s) Under 18	

The total of item 7 and item 8 should match item 1.

The total of item 9 through item 11 should match item 1.

The total of item 17 through item 21 should match item 1.

The total of item 22 may not exceed item 1.

The total of item 23 through item 25 should match item 1.

SECTION III—SDA FINANCIAL SUMMARY

27. Allotment Amount		32. Average Hours Participated per Week	
28. Carry-In		33. Average Weeks Participated	
29. Transfers		34. Average Hours in Academic - Basic Educational Skills Enrichment	
30. Total II-B Funds Available		35. Average Cost per Participant	
31. Total Expenditures			

Use whole dollars ONLY, no cents.

Remarks:

E. Signature and Title	F. Date Signed	G. Telephone No.

**Summer Youth Employment and Training Program (Title IIB)
Information Gathering
Service Delivery Area (SDA) Level Actual Performance Information
(As of July 15, 1999)**

PLEASE FAX TO JTPD BY CLOSE OF BUSINESS, FRIDAY, JULY 23, 1999

Attention: Diane Bonar

Fax Number: (916) 654-9586 or (916) 654-9657

SDA NAME AND ADDRESS

Report Period

From: _____ To: July 15, 1999

SECTION I—SDA PARTICIPANT SUMMARY

1. Total Participants (<i>total of lines 2-5</i>)	
2. Total Participants in Academic-Basic Educational Skills Enrichment	
3. Total Participants in Private Sector Employment Activities (May not exceed entry for line 1) <i>Excludes participants in work experience activities in the public and not-for-profit sectors.</i>	
4. Total Participants in Work Experience Only (<i>Public and non-profit sector</i>)	
5. Total Participants in Academic Enrichment-Basic Educational Skills Enrichment & Concurrent Work Experience (<i>This entry should not double count any of the participants counted on line 2.</i>)	
6. Total Participants in other Activities (Total of participants enrolled in Title II-B and also co-enrolled in Title II-C) (<i>Not to be added to lines 2-5; however, co-enrolled participants will also be reflected in lines 2-5.</i>)	

SECTION II—PARTICIPANT CHARACTERISTICS SUMMARY

7. Male		17. White (Not Hispanic)	
8. Female		18. Black (Not Hispanic)	
9. 14 -15 Years		19. Hispanic	
10. 16 - 17 Years		20. American Indian or Alaskan Native	
11. 18 - 21 Years		21. Asian or Pacific Islander	
12.		22. Attending School Full-time	
13. Limited English Proficiency		23. Completed: Grades 0 - 8	
14. Disability		24. Grades 9 - 11	
15. Offender: Misdemeanors and Felonies		25. Grades 12 and Above	
16. Received Title II-B Follow-Up Services (Section 253(d))		26. Single Parent With Dependent(s) Under 18	

The total of item 7 and item 8 should match item 1.

The total of item 9 through item 11 should match item 1.

The total of item 17 through item 21 should match item 1.

The total of item 22 may not exceed item 1.

The total of item 23 through item 25 should match item 1.

SECTION III—SDA FINANCIAL SUMMARY

27. Allotment Amount		32. Average Hours Participated per Week	
28. Carry-In		33. Average Weeks Participated	
29. Transfers		34. Average Hours in Academic - Basic Educational Skills Enrichment	
30. Total II-B Funds Available		35. Average Cost per Participant	
31. Total Expenditures			

Use whole dollars ONLY, no cents.

Remarks:

E. Signature and Title	F. Date Signed	G. Telephone No.

**Summer Youth Employment and Training Program (Title IIB)
Information Gathering
Service Delivery Area (SDA) Level Actual Performance Information
(As of September 30, 1999)**

PLEASE FAX TO JTPD BY CLOSE OF BUSINESS, FRIDAY, OCTOBER 8, 1999

Attention: Diane Bonar

Fax Number: (916) 654-9586 or (916) 654-9657

SDA NAME AND ADDRESS

Report Period

From: _____ To: September 30, 1999

SECTION I—SDA PARTICIPANT SUMMARY

1. Total Participants (<i>total of lines 2-5</i>)	
2. Total Participants in Academic-Basic Educational Skills Enrichment	
3. Total Participants in Private Sector Employment Activities (May not exceed entry for line 1) <i>Excludes participants in work experience activities in the public and not-for-profit sectors.</i>	
4. Total Participants in Work Experience Only (<i>Public and non-profit sector</i>)	
5. Total Participants in Academic Enrichment-Basic Educational Skills Enrichment & Concurrent Work Experience (<i>This entry should not double count any of the participants counted on line 2.</i>)	
6. Total Participants in other Activities (Total of participants enrolled in Title II-B and also co-enrolled in Title II-C) (<i>Not to be added to lines 2-5; however, co-enrolled participants will also be reflected in lines 2-5.</i>)	

SECTION II—PARTICIPANT CHARACTERISTICS SUMMARY

7. Male		17. White (Not Hispanic)	
8. Female		18. Black (Not Hispanic)	
9. 14 -15 Years		19. Hispanic	
10. 16 - 17 Years		20. American Indian or Alaskan Native	
11. 18 - 21 Years		21. Asian or Pacific Islander	
12.		22. Attending School Full-time	
13. Limited English Proficiency		23. Completed: Grades 0 - 8	
14. Disability		24. Grades 9 - 11	
15. Offender: Misdemeanors and Felonies		25. Grades 12 and Above	
16. Received Title II-B Follow-Up Services (Section 253(d))		26. Single Parent With Dependent(s) Under 18	

The total of item 7 and item 8 should match item 1.

The total of item 9 through item 11 should match item 1.

The total of item 17 through item 21 should match item 1.

The total of item 22 may not exceed item 1.

The total of item 23 through item 25 should match item 1.

SECTION III—SDA FINANCIAL SUMMARY

27. Allotment Amount		32. Average Hours Participated per Week	
28. Carry-In		33. Average Weeks Participated	
29. Transfers		34. Average Hours in Academic - Basic Educational Skills Enrichment	
30. Total II-B Funds Available		35. Average Cost per Participant	
31. Total Expenditures			

Use whole dollars ONLY, no cents.

Remarks:

NOTE: For the number of youth in line 2 and line 5, show the percentage of youth who maintained and youth who gained academic-basic educational skills in reading, mathematics, and/or writing during the summer in the final reporting period. The results should be reported in the remarks section. For example: Line 2: Maintained Skills - 78 percent - Gained Skills - 12 percent. These percentages should only be recorded in the final summer report.

E. Signature and Title	F. Date Signed	G. Telephone No.

Line Item Instructions for Completing Summer Youth Employment and Training Program (SYETP) Report Forms

Section I—SDA Participant Summary

1. Total Participants	Enter the total number of participants who were receiving employment, training, or services (except post-termination services) under the grant through the end of the report period. For reporting purposes, the Department of Labor (DOL) defines "participant" as any individual who has been determined eligible and started receiving subsidized employment, training, or services (except post-termination services) upon intake. Individuals who receive ONLY outreach and/or intake and initial assessment services or post-termination services are excluded.
2. Total Participants in Academic-Basic Educational Skills Enrichment	<p>Enter the number of Title II-B participants receiving academic-basic educational skills enrichment. This entry is a count of participants in academic basic skills enrichment ONLY and should not double count those participants who are receiving basic academic skills enrichment and Work Experience. The DOL defines basic academic skills enrichment as "the enhancement of the traditional educational skills of reading, mathematics, and writing attained through classroom or project-based learning methods."</p> <p>Note: On the final report for the period ending September 30, 1999, show the percentage of youth who maintained and youth who gained academic-basic educational skills of reading, mathematics, and/or writing during the summer. This information should be entered in the remarks section of the form. For example: Line 2: Maintained Skills - 78 percent, Gained Skills - 12 percent. This information should only be included in the FINAL summer report due to JTPD on October 8, 1999. The DOL encourages pre and post testing when assessing the skills gain of youth. Although DOL does not recommend any particular testing protocol, service providers are encouraged to select assessment instruments that have been identified as appropriate tools for measuring basic educational skills attained in the academic enrichment component of the summer program.</p>

<p>3. Total Participants in Private Sector Employment Activities</p>	<p>Enter the total number of participants in private sector employment activities. These activities are defined as entry employment experience or private internships that are formal experience opportunities to examine or investigate employment typically at private-for-profit worksites. This entry may not exceed the entry for line 1. In the remarks section of the form, enter the number of participants in line 3 who are enrolled in academic enrichment and private sector employment activities concurrently or as a combined activity. Exclude participants in work experience activities in the public or not-for-profit sectors.</p>
<p>4. Total Participants in Work Experience Only</p>	<p>Enter the total number of participants in the public sector entry employment experience or employment in a nonprofit sector. This entry is the count of participants in work experience ONLY and should not double count those participants entered in line 5—Academic Enrichment and Work Experience. Work Experience is defined as entry employment experience or public internships that are formal experience opportunities to examine or investigate employment at a public worksite or nonprofit organization. This entry should not exceed the entry for line 1. Exclude participants in work experience activities in the private sector employment.</p>
<p>5. Total Participants in Academic Basic Educational Skills Enrichment and Concurrent Work Experience</p>	<p>Enter the total number of participants enrolled in Academic Basic Educational Skills Enrichment and Work Experience concurrently or as a combined activity. This entry should not double count any of the participants counted on line 2. This entry should not exceed the entry for line 1.</p> <p>Note: On the final report for the period ending September 30, 1999, show the percentage of youth who maintained and youth who gained academic basic educational skills of reading, mathematics, and/or writing during the summer. This information should be entered in the remarks section of the form. For example: Line 5—Maintained Skills - 54 percent, Gained Skills - 46 percent. This information should only be included in the FINAL summer report due to JTPD on October 8, 1999. The DOL encourages pre and post testing when assessing the</p>

5. Total Participants in Academic Basic Educational Skills Enrichment and Concurrent Work Experience cont.	skills gain of youth. Although DOL does not recommend any particular testing protocol, service providers are encouraged to select assessment instruments that have been identified as appropriate tools for measuring basic educational skills attained in the academic enrichment component of the summer program.
6. Total Participants in Other Activities	Enter the total number of participants enrolled in Title II-B and also co-enrolled in Title II-C. The co-enrolled participants will also be reflected in the counts entered in lines 2-5 above. Line 6 is not to be added to lines 2-5.

Section II—Participant Characteristics Summary

7-8. Male-Female	Distribute the participants by line according to gender. The sum of lines 7 and 8 must equal Total Participants entered on line 1.
9-11. Age 14-15; 16-17; 18-21	Distribute the participants by line according to age (based on date of birth) at the time of entry into the program. The sum of lines 9 through 11 must equal the Total Participants entered on line 1.
12.	
13-15. Limited English Proficiency; Disability; Offender	Include participants who meet the definition of each term as specified in Section 4(17) of the Act.
16. Received Title II-B Follow-Up Services	Include participants who received the appropriate follow-up services called for in their service strategies. These may include employability or supportive services.
17-21. White; Black; Hispanic; American Indian or Alaskan Native; Asian or Pacific Islander	Distribute the participants by line according to the ethnic groups listed. For the purpose of this report, Hawaiian Natives are to be recorded as Asian or Pacific Islander. The sum of lines 17-21 must equal the total number of participants entered in line 1.
22. Attending School Full-Time	Enter the total number of participants who are currently enrolled in and are attending any school full-time or are between school terms and intend to return to school. This number cannot exceed the number of participants entered in line 1.
23-25. Highest School Grade Completed; Grades 0-8; Grades 9-11; Grades 12 and above	Distribute the participants by line according to the highest school grade completed. The sum of lines 23-25 must be equal to the number of participants entered in line 1.

26. Single Parent with Dependent Under 18	Enter the number of participants for whom this family status classification applies. This number cannot exceed the number of participants entered in line 1.
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Section III—Financial Summary

27. Allotment Amount	Enter the total amount of your Title II-B allocation for program year 1999/00. Use whole dollars only, no cents.
28. Carry-In	Enter the amount carried forward from the previous year program (i.e. all unexpended funds from October 1, 1998). Use whole dollars only, no cents.
29. Transfers	Enter the amount of federal funds transferred to/from Title II-C during the period from October 1, 1998 to the report period. Transfers from Title II-B should be indicated as negative numbers. Use whole dollars only, no cents.
30. Total Title II-B Funds Available	Enter the total amount of federal funds available for expenditure (net of all transfers) through the end of the reporting period. Use whole dollars only, no cents.
31. Total Expenditures	Enter the total amount of federal funds expended through the end of the reporting period, from all year's funds during the period October 1, 1998 through September 30, 1999. Use whole dollars only, no cents.
32. Average Hours Participated Per Week	Enter your best estimate of the average number of hours per week that individuals participated in the Title II-B program.
33. Average Weeks Participated	Enter your best estimate of the average number of weeks that participants were enrolled in a program activity.
34. Average Number of Hours in Academic Basic Educational Skills Enrichment	Enter the total number of hours that individuals participated in Academic Basic Educational Skills Enrichment divided by the total number of participants enrolled in Academic Basic Educational Skills Enrichment.
35. Average Cost per Participant:	Enter the total amount of federal funds expended divided by the total number of participants served. Use whole dollars only, no cents.